



UNITED STATES  
DEPARTMENT OF  
AGRICULTURE

Rural  
Development

WA AN 930 (1780 and 3570)

Community Programs Division  
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Rural Business & Cooperative Service  
Rural Housing Service  
Rural Utilities Service

November 24, 2003

SUBJECT: Community Programs (CP) Income Survey Guide

TO: Program Directors  
Area Directors  
Area Specialists

**Purpose/Intended Outcome:**

Beginning October 1, 2003 census 2000 data began to be used for median household income (MHI) as well as population, for eligibility purposes. For those entities such as water/sewer Districts and/or Associations where the service area does not conform to an established town/city/CDP the Area Specialist may consider census tract and block group data in the analysis of population and MHI as long as documentation supports the determination of eligibility.

We expect there will be cases where an entity determines an income survey is warranted. This AN (including exhibit A and attachment A) provides RUS and CF guidance that can be used by Area Specialists and Area Directors when working with those entities who wish to conduct an income survey to meet CP Program requirements.

**Comparison with Previous AN:**

There is no previous AN on this subject.

**Implementation Responsibilities:**

Area Directors are required to inform all Agency personnel regarding the contents of this AN and to take appropriate action to ensure that this guidance is implemented consistently.

RD personnel should counsel entities that an income survey be considered as a last resort measure. Results of a survey will not guarantee grant funds. In addition, costs to develop, perform, and provide income survey reports are not a reimbursable cost for RUS or CF funding.

/s/

JACKIE J. GLEASON  
State Director

EXPIRATION DATE: November 30, 2004

FILING INSTRUCTIONS  
Following RD Instruction 1780 and 3570

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